



SC-PAY GRADE 2

CUSTODIAN/MAINTENANCE I

DUTIES AND FEATURES OF THE CLASS:

Performs routine building cleaning and care tasks and does related work as required. This is repetitive manual work requiring efficient performance of building cleaning and maintenance duties to provide a clean, safe and sanitary environment. Employee will follow established occupational safety guidelines. Emergency call-in work may be required. An employee in this class works under general supervision on routine recurring assignments, receiving specific instructions as needed.

EXAMPLES OF WORK:

Sweeps, mops, buffs and waxes floors; shampoos and vacuums carpets, washes windows and polishes furniture; dusts woodwork, furniture and other materials; cleans and disinfects bathrooms and kitchen; collects paper, rubbish and recyclables; raises/lowers flags; maintains exterior; replaces lights; moves furniture; performs basic maintenance functions including replacing light bulbs, lock repair, and other duties using hand tools; replaces supplies as needed; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently; ability to understand and follow simple oral and written directions; thoroughness; dependability; ability to regularly lift up to 50 lbs., climb ladders and perform related work as required.

QUALIFICATIONS:

Minimum High School Diploma or GED, commercial building cleaning experience preferred; requires close attention to detail; must have basic computer operating skills.

ADDITIONAL REQUIREMENTS

- Direct Deposit Required
- 35-hour work week
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license